

PUBLIC NOTICE

Meeting: Library Board of Trustees
Tuesday, June 14, 2022, at 6:00 PM
Butler Public Library, 12808 W. Hampton Avenue

THIS MEETING IS SCHEDULED TO TAKE PLACE IN PERSON AND VIRTUALLY.

Join Zoom Meeting

<https://us02web.zoom.us/j/88023216188?pwd=cHd5dlBqZHNVSCtZSE9FT3crRnZlUT09>

Meeting ID: 880 2321 6188

Passcode: uv8Qj2pV

By Phone Only: 1 312 626 6799

PLEASE TAKE NOTICE that the Library Board will meet on the 14th day of June 2022 at 6:00 PM, at which time and place the following items of business will be considered and possibly acted upon:

1. Roll call
2. Persons Desiring to be Heard (3-minute limit per person)
3. Trustee Education
 - 3.1. Collection Development Policy
4. Communications – please refer to the Directors Report for additional items
 - 4.1. Quarterly Technology Review [Goal #4: (Tech)Planning]
 - 4.2. Update on Community Input Gathering project [Goal #3: Community Alignment]
 - 4.3. Update on Library Rummage June 10, 11 [Goal #3: Community Alignment]
 - 4.4. Update on Genavieve's interim goals
 - 4.5. 2023 Budget Discussion/Guidance
 - 4.6. Other Communications
5. Consent Agenda

Note: Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member and placed on the agenda under New Business.

 - 5.1. Consideration of minutes: May 10, 2022
 - 5.2. Current Financial Report
 - 5.3. Current Circulation and Use / Hoopla / Program & Activity Reports
 - 5.4. June Director's Report
6. Old Business
 - 6.1. Review and possible approval of the Meeting Room policy [Goal #1: Resource]
7. New Business
 - 7.1. Review and possible approval of the Reference Service Policy [Goal #1: Resource]
 - 7.2. Review and possible approval of the Programming policy [Goal #1: Resource]
 - 7.3. Consideration to adjourn into Closed Session under Wis. Statutes 19.85 (1)(c) to consider the employment, promotion, compensation or performance evaluation of any public employee. Items of Discussion:
 - 7.3.1. 2023 Wages

- 7.4. Open session - After completion of business in Closed Session, reconvene into Open Session to consider possible action(s) with respect to closed session agenda items.
8. Schedule next meeting: July 12, 2022
9. Adjournment

Dated: June 7, 2022

Genavieve Danes
Director

Charlene M Benjamin
President

List of Documents – June 2022

Item	Page No.	Relevant Document(s)
	1-2	Agenda June 2022
	3	June 2022 List of Documents
3.1	4-8	Collection Development Policy
4.1	9-10	Quarterly Technology Review
4.2	11-13	Community Input Gathering project
4.4	14	Genavieve's Interim Goals
4.5	15	2023 Budget Discussion/Guidance
5.1	16	May 10, 2022 Minutes
5.2	17-18	Current Financial Report
5.3	19-20	Current Circulation and Use Report / Hoopla Report Program and Activity Report
5.4	21-22	June Director's Report
6.1	23	Meeting Room policy
7.2	24	Programming Policy
7.3.1	n/a	Wage rates-Position (distributed separately)

I.Collection Development Policy

Approved 9/14/2021

Revised *June 2022*

Objective

The purpose of the Butler Public Library is to provide all individuals in the community with carefully selected books and other materials to aid in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for choosing what an individual will read rests with the individual.

Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians.

The Materials Collection Policy serves as a guide for the selection and retention of materials for the Butler Public Library. The Policy is designed to support the Library's Mission Statement.

Mission Statement

The mission of the Butler Public Library is to provide quality materials and services that fulfill lifelong educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.

Responsibility for Selection

The ultimate responsibility for selection of Library materials rests with the Library Director who operates within the framework of the policies determined by the Butler Public Library Board of Trustees. Those staff members who are qualified by reason of education, training, or experience share this responsibility. However, because the Director must be available to answer to the Library Board, and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for Selection

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all criteria in order to be acceptable.

- ~~suitability for meeting the needs of the community~~

- appeal to the interests of the community
- artistic excellence
- literary merit
- local interest
- technical quality
- quality of presentation
- reputation and significance of the author, generally and in the local community

- ~~accuracy~~

- ~~authoritativeness~~

- ~~objectivity~~

- **[new] Accurate, authoritative, and objective**

- originality of thought
- permanent value
- popular demand
- relation to existing collections and other material on the subject
- inclusion of title in standard or special bibliographies or indexes
- skill, competence, and purpose of the author

- ~~budget, cost, and space considerations~~

- **[new] Price, format and ease of use**

- contemporary significance and current usefulness

- ~~suitability of physical form for library use~~

- availability of materials at other libraries
- availability of materials online

Selection of library materials will not be influenced by:

- The possibility that they may come into the possession of children or
- young adults
- The liability of materials to theft or mutilation

Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials and reviews from reputable sources.

Video/DVDs

The Butler Public Library selects titles on the basis of the content as a whole and without regard to the personal history of the persons involved in making the video.

In no case is any item included or excluded merely because of the race, nationality, political or religious reviews or philosophical stance of the writer.

The Butler Public Library recognizes that some materials are controversial and that any given item may offend some patrons, but selections of titles will not be made on the basis of anticipated approval or disapproval, but solely on the basis of established professional standards and principles stated in this policy.

Materials will not be marked or identified by the library to show approval, disapproval, or any other evaluation of their contents by the library. Parent or legal

guardians have sole responsibility for the use of materials by their minor children. Selection of materials for Butler Public Library collections will not be inhibited by the possibility that materials may come into the possession of children.

Interlibrary Loan

The Butler Public Library is a member of the Bridges Library System, and, as such, provides access to materials from other system libraries to its patrons. In return, the Butler Public Library agrees to lend materials to other Bridges System Libraries. The Library also participates in an interlibrary loan network through the State of Wisconsin.

Gifts and Donations

Donations of materials are gratefully accepted with the understanding that the Library may add them to the collection if they meet the established standards for purchased materials, with emphasis on currency, physical condition, and need. All gifts added to the collection must be donated without restrictions and be available for public use. Materials not added to the collection will be made available at no cost to the public or disposed of by other means. The Library cannot place a monetary value on materials for tax purposes, but receipts are available upon request.

Monetary gifts are always welcome and may be designated as memorials. When monetary gifts are intended for the purchase of materials, Library staff will make the determination of what titles to buy, using the same criteria as for all other purchases. Gifts of non-library items ordinarily will not be accepted.

Withdrawal of Materials

An attractive and up-to-date collection is maintained through a continual discarding and replacing process. Materials may be withdrawn from the collection after careful consideration of these factors:

- Physical condition
- Currency of information
- Lack of use
- Space needs

Although every effort will be made to replace needed materials which are withdrawn, the Library takes the position that it is better to have no information on a subject than to have materials that are inaccurate or in poor physical condition.

Materials withdrawn from the collection may be made available at no cost to the public or disposed of by other means.

Requests for Reconsideration

The Butler Public Library understands that community members have diverse points of view and that some patrons may find some materials offensive or controversial. The choice of Library materials by Library users is an individual matter. While individuals may reject materials for themselves, they cannot exercise censorship to restrict access to the materials by others. Selection of materials will not be made on

the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedure will be followed to ensure that objections or complaints are handled in an attentive and consistent manner. Once an item has been approved for purchase, based on the selection policy of the Library Board of Trustees and the criteria for selection, it will not be automatically removed upon request.

Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request for Reconsideration" form which is available from Library staff.

*"Request for Reconsideration" form pg.: **Error! Bookmark not defined.***

A request for reconsideration form must be completed and returned to a Library staff member. Within 30 days of filing the request, the Library Director and the material selector will review the request and send a written response including a copy of the "Materials Collection Development Policy" to the complainant explaining their decision regarding the request. The response will also inform the complainant that, if desired, the request will be forwarded to the Butler Public Library Board.

Within 30 days following the written response, if it is the desire of the complainant, the request for reconsideration along with the Library Director recommendation will be forwarded to the Library Board.

If so desired by the complainant, the item will be placed on the agenda of a future Butler Public Library Board meeting. Any complainants will be notified of when they may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing.

The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Butler Public Library, including the American Library Association's Library Bill of Rights, the Freedom to Read and the Freedom to View Statements. On the basis of this determination, the Board of Trustees may vote to uphold or override the decision of the Director.

The Board of Trustees has final authority in determining the retention or removal of challenged library materials. The complainant will be notified in writing of the Library Board's decision in the matter.

Request for reconsideration about a particular item will not be considered by the Library more than once within a 12-month period.

During the process of reconsideration, challenged materials remain in the active collection until an official decision is made.

Intellectual Freedom

The Butler Public Library supports the individual's right to have access to ideas and information representing all points of view. The Board of Trustees of the Butler Public Library has adopted the American Library Association's *Library Bill of Rights*, *The Freedom to Read*, and *The Freedom to View* statements. These have been adopted and are endorsed by the Butler Public Library Board of Trustees. Please see the Appendices beginning page **Error! Bookmark not defined..**

Mid-year Technology Review

All computers are working well. The two public PCs where the solid state discs were installed in 2021 are no longer costing us troubleshooting fees. The only maintenance done is on the six-year-old laptop that our Director uses.

“New” Technology paid for by Bridge’s 2022 Technology Grant:

- Disc Cleaner (Automatic): Saves workhours not spent manually cleaning discs, increases availability of items on the floor. Ongoing costs: minimal
- RFID Reader Pad: 2023 Budget Impact: \$50/year (More about RFID tags in Director’s report and in July’s Board meeting discussions.

Review of costs to date:

Costs for All Computers (Library + Public)	Planned		Spent to Date	
Managed Anti-Virus 2 \$1.85/month/computer / Patch Management all 11 Cost is \$1.85/computer/month	\$	244.20	Invoiced Feb. 18, 2022	488.40 Annual
SonicWall Firewall Standard Support	\$	244.20		
Envisionware (printers, security, reservations)	\$	187.00	Billed end of August	Bi-Annual
	\$	232.32	Paid January 2022	\$232.32 Annual
Costs for Just Library Computers				
Back up for Laptop & Max Backup for Main PC (Server)	\$	249.60	Billed end of June	Annual
Costs for Just Public Computers				
Deep Freeze (1 year)	\$	70.00	Billed end of June	Annual
Troubleshooting Fund				
Available for troubleshooting & maintenance @\$125/hr		987.68		
Laptop troubleshooting – slow performance				\$125.00
Upgrade RAM, remove spinning drive and replace with solid state drive				\$327.00
Budget	\$	2,215.00		\$1,172.72

Questions to be Asked:

New for 2022: *Suggestions below, **What else do we need to know?***

QUESTION: *The Library Board has reviewed proposals for an Electronic Sign for the Library, to be placed on Hampton Avenue. The cost will range upwards of \$30,000. The Board needs to know if you believe we should undertake a major fund-raising effort to pay for such a sign. What do you think? Select all that apply.*

- ☐ *No, the cost is too high*
- ☐ *No, an electronic sign is not necessary*
- ☐ *Yes, I would contribute to a fund-raising program*
- ☐ *Yes, I would help with a fund-raising program*
- ☐ *Not applicable: I do not have an opinion on this issue*

QUESTION: *The library supplies computers for public use. These add to our expenses each year, and we need to know if they provide good service to you as a patron. If you use our public computers, which of the following do you use them for?*

☐ *personal use, i.e., reading email, communicating with family, looking up interesting information, etc.*

☐ *professional, i.e. contacting an employer, looking at work-related information, etc.*

☐ *educational, i.e. taking online courses, seeking information needed for coursework, looking up information about schools, certification programs, colleges, etc.*

☐ *health-related, i.e. looking up information on my Medicare, connecting with doctors, etc.*

☐ *government-related, i.e. looking into or applying for unemployment benefits, tax assistance, etc.*

QUESTION: *Do you need assistance from the Library staff to locate items in our library collection, various websites or databases, or other informational sources that are online?*

Every time

Frequently (at least half the time I look something up)

Seldom (just for special or unusual items)

Never (I can find what I am looking for on my own)

QUESTION: *When do you usually need access to the computers? Check all boxes that apply.*

<i>Day of week</i>	<i>Any time during the day</i>	<i>Generally from opening (11 am) through the afternoon hours</i>	<i>Specifically late afternoon/evening (after 5:00)</i>
<i>Mondays:</i>			
<i>Tuesdays:</i>			
<i>Wednesdays:</i>			
<i>Thursdays:</i>			
<i>Fridays:</i>			
<i>Saturdays:</i>			

Butler Public Library Community Input Survey (2019)

To help the Library Staff, the Friends of the Library, and the Library Board with planning and programming, please respond to the following questions.

[1] About how often have you or a member of your family used the Butler Public Library in the last year? Check the one that applies the best.

- | | | |
|------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> more than once a week | <input type="checkbox"/> once a month | <input type="checkbox"/> have not used the library in the past year |
| <input type="checkbox"/> once a week | <input type="checkbox"/> several times a year | <input type="checkbox"/> have never used the Butler Public Library |
| <input type="checkbox"/> several times a month | <input type="checkbox"/> once a year | |

[2] If you have used the Butler Public Library in the last year, which of the following library services have you used? Check all that apply.

- | | | |
|----------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> checking out books or audio books | <input type="checkbox"/> attending adult programs | <input type="checkbox"/> finding community information / reading bulletin boards |
| <input type="checkbox"/> checking out DVDs or Blu-rays | <input type="checkbox"/> using free Wi-Fi | <input type="checkbox"/> other |
| <input type="checkbox"/> reading newspapers or magazines | <input type="checkbox"/> working, studying, or tutoring in the library | _____ |
| <input type="checkbox"/> using computers | <input type="checkbox"/> picking up tax or other official forms | _____ |
| <input type="checkbox"/> attending children or family programs | | _____ |
| | | _____ |

[3] What features or services are most important to you when you use the Butler Public Library? Check all that apply.

- | | |
|----------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> helpful and friendly staff | <input type="checkbox"/> convenient parking and easy access to building |
| <input type="checkbox"/> a large collection of materials | <input type="checkbox"/> I like having a library <i>in</i> my community |
| <input type="checkbox"/> programs for families and individuals | <input type="checkbox"/> other |
| <input type="checkbox"/> community gathering place | _____ |
| <input type="checkbox"/> opportunities to meet new people | _____ |
| <input type="checkbox"/> meeting room space | _____ |
| <input type="checkbox"/> centrally located, can walk there | _____ |

[4] Is there anything else you would like to share with us about the Butler Public Library?

To help us understand who our patrons are, please provide some personal information:

What are the ages of the people in your household? Check all that apply.

- ☐ Under 5 ☐ 6-11 ☐ 12-17 ☐ 18-29 ☐ 30-49 ☐ 50-59 ☐ 60-69
☐ 70+

Are you a resident of the Village of Butler? ☐ Yes ☐ No

Would you be willing to participate in a discussion group to develop future Library programs?

If yes, please leave your name and phone number on this survey.

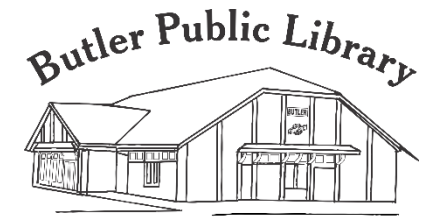
Name: _____

Phone: _____

If you wish to remain anonymous on the survey, but would like to participate in a discussion group, please leave your name and number at the Library desk.

Thank you!

Return this survey to the Library or Village Hall. Or mail it to Butler Public Library, 12808 W Hampton Ave, Butler WI 53007.



Director's Interim (Probationary) Goals

Reviewed and accepted by:

Genavieve Danes (signature)

Charlene M Benjamin (signature)

Date Signed: / /

Goal	Strategic Goals Link	Timeline / Deadlines	Measures of Success	Notes
Begin DPI Director's Certification	Goal #2: Professional Staff	By fall semester 2022 assuming courses are available	Registration in at least one course in 2022	
Get to know library patrons and community	Goal #3: Community Alignment	Beginning now (June 2022) and continuing	Anecdotal evidence – observations, check-in with regular patrons	Spending time on the circulation desk, Meet & Greet, May 10 th (future programming)
Connect with staff members	Goal #2: Professional Staff	Now through October 1, 2022	Staff confirm current responsibilities and hours, discuss status, future goals	
Manage 2022 budget; prepare for 2023	Supporting all goals and Library mission	Now through October 1, 2022	2022 expenses and revenues on target; 2023 budget prepared.	Most preparation takes place June, July, August, even though the final budget is not approved until November.

2023 Budget Guidance Discussion - costs breakdown / control

n/a	Patron Programs*	\$	300.00
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No	Retirement Contribution	\$	1,729.00
No	Membership Dues	\$	125.00
No	Utilities	\$	6,800.00
No	Telephone/Internet	\$	2,040.00
No	FICA	\$	5,086.00
No	Group Life Insurance Premium	\$	117.00
		\$	15,897.00

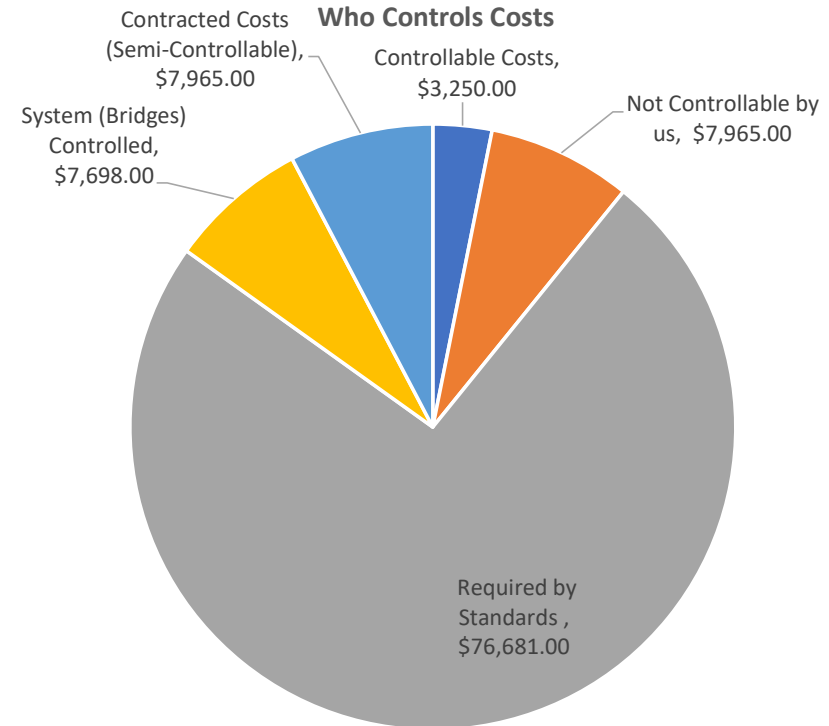
Contract	Contracted Service*	\$	7,215.00
Contract	Computer/Equipment Maintenance	\$	100.00
Contract	Copier Maintenance	\$	650.00
		\$	7,965.00

System	Technology Maintenance*	\$	2,215.00
System	E-Book Contribution	\$	677.00
System	Shared Databases/Licenses	\$	621.00
System	Café Member Charges	\$	4,185.00
		\$	7,698.00

Standard	Library Salaries & Wages	\$	66,481.00
Standard	Magazines/Newspaper	\$	1,100.00
Standard	Adult Collection	\$	4,600.00
Standard	Youth Collection	\$	4,500.00
		\$	76,681.00

Yes	Material Processing/Repair	\$	850.00
Yes	Office Supplies	\$	850.00
Yes	Postage	\$	50.00
Yes	Housekeeping supplies	\$	100.00
Yes	Training/Travel/Meetings	\$	400.00
Yes	Contingency	\$	1,000.00
		\$	3,250.00

Controllable Costs	\$	3,250.00
Not Controllable by us	\$	7,965.00
Required by Standards	\$	76,681.00
System (Bridges) Controlled	\$	7,698.00
Contracted Costs (Semi-Controllable)	\$	7,965.00



2022 Library Budget Tracking Sheet

Projected Revenue	
General Property Taxes	\$ 96,347.00
Planned Lib. Revenue	\$ 15,443.00
Total	\$111,790.00

Print Date
6/7/2022

Current Balance (Actual Revenue - Actual Expenses)
\$103,632.66

Actual Revenue	
General Property Taxes	\$ 96,347.00
Library Revenue	\$ 7,285.66
Total	\$103,632.66

Total of Actual Expenses
\$ 46,656.11

Actual Expenses				
Library Salaries & Wages	Projected	Planned	Actual	Balance
55100-50110 Library Salaries & Wages	\$ 66,480.00		\$ 25,153.97	\$ 41,326.03
55100-50120 FICA	\$ 5,086.00		\$ 1,924.29	\$ 3,161.71
55100-50123 Retirement Contribution	\$ 1,729.00		\$ -	\$ 1,729.00
55100-50124 Group Life Insurance Premium	\$ 117.00		\$ -	\$ 117.00
Subtotal			\$ 27,078.26	\$ 46,333.74

Library Administration	Projected	Planned	Actual	Balance
55200-50126 Travel/ Training	\$ 400.00		\$ -	\$ 400.00
55200-50127 Membership Dues	\$ 125.00		\$ 54.00	\$ 71.00
55200-50134 Utilities	\$ 6,800.00	\$ 4,220.00	\$ 2,477.69	\$ 4,322.31
55200-50135 Telephone/ Internet	\$ 2,040.00	\$ 1,893.00	\$ 552.89	\$ 1,487.11
55200-50136 Office Supplies	\$ 850.00		\$ 311.05	\$ 538.95
55200-50137 Postage	\$ 50.00		\$ 18.61	\$ 31.39
Subtotal			\$ 3,414.24	\$ 6,850.76

Library Revenue			
Source	Projected	Over/(Under)	Actual
40320 Donations & Book Sales	\$ 600.00	\$ (244.93)	\$ 355.07
40320 Friends Reimbursement	\$ 300.00	\$ (300.00)	\$ -
48910 Printing/Copies	\$ 2,800.00	\$ (1,677.20)	\$ 1,122.80
48910 Replacement Cards	\$ 32.00	\$ (19.00)	\$ 13.00
48910 MKE Cards	\$ 280.00	\$ -	\$ 280.00
48920 Fines/ Replacement Costs	\$ 2,000.00	\$ (1,578.55)	\$ 421.45
49000 Intergov'tal Revenue	\$ 9,431.00	\$ (4,517.66)	\$ 4,913.34
49000 Grants Awarded	\$ -	\$ 180.00	\$ 180.00
Subtotal	\$ 15,443.00		\$ 7,285.66

Library Eq & Maint.	Projected	Planned	Actual	Balance	Planned+Actual	Potential -
55300-50162 Contracted Service	\$ 7,215.00	\$ 4,933.46	\$ 3,605.97	\$ 3,609.03	50% \$ 8,539.43	\$ 1,324.43
55300-50163 Technology Maintenance	\$ 2,215.00	\$ 200.00	\$ 1,312.02	\$ 902.98	59%	
55300-50164 Computer/ Equipment Maintenance	\$ 100.00		\$ -	\$ 100.00	0%	
55300-50165 Copier Maintenance	\$ 650.00		\$ 262.00	\$ 388.00	40%	
55300-50166 Material Processing/ Repair	\$ 850.00		\$ 434.96	\$ 415.04	51%	
55300-50167 Housekeeping supplies	\$ 100.00		\$ 25.66	\$ 74.34	26%	
Subtotal			\$ 5,640.61	\$ 5,489.39		
Library Prgms & Svcs	Projected	Planned	Actual	Balance		
55400-50168 E-Book Contribution	\$ 677.00		\$ 677.00	\$ -	100%	
55400-50169 Shared Databases/ Licenses	\$ 621.00	\$ 112.00	\$ 563.65	\$ 57.35	91%	Actual
55400-50172 Patron Programs	\$ 300.00		\$ 149.96	\$ 150.04		Patron Programs (Reimbursable) \$ 140.74
55400-50179 Café Member Charges	\$ 4,185.00		\$ 4,185.00	\$ -	100%	
Subtotal			\$ 5,575.61	\$ 207.39		
Library Collection	Projected	Planned	Actual	Balance		
55500-50171 Magazines/ Newspaper	\$ 1,100.00	\$ 479.14	\$ 450.78	\$ 649.22	41%	
55500-50173 Adult Collection	\$ 4,600.00		\$ 2,360.25	\$ 2,239.75	51%	
55500-50174 Youth Collection	\$ 4,500.00		\$ 2,136.36	\$ 2,363.64	47%	
Subtotal			\$ 4,947.39	\$ 5,252.61		
Contingency	Projected	Planned	Actual	Balance		
80100-50130 Contingency	\$ 1,000.00			\$ 1,000.00	0%	
Subtotal			\$ -	\$ 1,000.00		

Circulation & Use Numbers

2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Patron/Visitors-2021	824	965	1,100	1,068	1,038	1,559	1,457	1,479	1,431	1,423	1,361	1,402	15,107
2022	1,383	1,301	1,728	1,667	1,464								7,543
Circulation													
Adult - 2021	1,396	1,302	1,131	1,154	1,169	1,410	1,386	1,319	1,328	1,399	1,221	1,270	15,485
2022	1,221	1,065	1,174	1,036	1,159								5,655
Children -2021	1,422	1,540	971	940	984	1,144	1,210	1,500	1,461	1,345	1,515	1,071	15,103
2022	1,257	1,454	1,504	1,233	1,510								6,958
Total Circulation -2021	2,818	2,842	2,102	2,094	2,153	2,554	2,596	2,819	2,789	2,744	2,736	2,341	30,588
2022	2,478	2,519	2,678	2,269	2,669								12,613
E & Audio Books -2021	91	72	97	84	115	79	74	90	102	103	115	110	1,132
2022	88	119	119	106	100								532
Total Circ with E-books - 2021	2,909	2,914	2,199	2,178	2,268	2,633	2,670	2,909	2,891	2,847	2,851	2,451	31,720
2022	2,566	2,638	2,797	2,375	2,769	0	0	0	0	0	0	0	13,145
New Library Cards-2021	5	14	13	7	7	23	12	14	14	19	7	11	146
2022	8	9	17	10	12								56
Computer Use (Sessions) -2021	158	172	196	211	204	261	215	222	255	279	246	210	2,629
2022	199	204	247	219	221								1,090
Conference Room													
Scheduled/Occupied - 2021	0	0	3	6	8	10	9	12	14	22	16	9	109
2022	8	9	11	13	10								51
Patrons - 2021	0	0	21	32	28	39	46	32	70	67	54	22	411
2022	36	42	50	68	37								233

Hoopla

Monthly Cost - 2021					\$7.60	\$12.54	\$21.21	\$19.30	\$18.57	\$13.40	\$29.99	\$15.29	\$137.90
Monthly Cost - 2022	\$7.81	\$12.19	\$5.98	\$2.99	\$13.68								\$42.65
Unique Patrons - 2021					2	3	3	3	3	4	6	3	27
Unique Patrons - 2022	2	3	2	1	4								12

III. LIBRARY SERVICES - Part 2									
When Reporting Method is "Total program statistics"									
11. Total Program Statistics = In-person Programs and Attendance + Live, Virtual Programs Attendance (not asynchronous viewers)									
									Print Date 6/6/2022
	11a. Young Child (0-5)	11b. Child (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11d. General Interest (all ages)				
Number of Programs	22	6	0	5	6				
Total Program Attendance	<input type="checkbox"/> Not available 238	<input type="checkbox"/> Not available 127	<input type="checkbox"/> Not available 0	<input type="checkbox"/> Not available 31	<input type="checkbox"/> Not available 208				
14. NEW for 2022! Total Program Statistics by On-site, Off-site, and Live, Virtual									
	14a. On-site In-person	14b. Off-site In-person	14c. Live, Virtual	Self Directed					
Number of Programs	39	0	0	27					
Total Attendance	604	0	0	570					
remove column above before submitting Official Report									
XIII. SELF-DIRECTED ACTIVITIES									
1. Self-Directed Activities									
	1a. Young Child In-person Programs (0-5)	1b. Child In-person Programs (6-11)	1c. Young Adult In-person Programs (12-18)	1d. Adult In-person Programs (19+)	1e. General Interest (all ages)				
Number of Self-Directed Activities	0	7	5	10	5				
Total Self-Directed Activity Participation	0	301	26	83	160				

Director's Report: June 2022

Bathroom Update:

I started learning the processes and procedures for the new building with an exciting test of the Panic Button and it's continuing excitement with a broken door hinge in the men's bathroom! The security camera footage wasn't conclusive but we think the incident was accidental and then made worse as the door closed and got stuck. A quick call to DPI and they had it fixed up and working again before the close of day. Spending so much time in the bathroom had us wondering about those air fresheners and it turns out they just needed a refill/battery change, we hope that you enjoy the fresh scent as much as we do!

Summer Reading Update:

We are off to a strong start already! The passive shell guessing game had 62 participants and the winner of the Friends Group's donation was thrilled. Our Movie Night Summer Reading Kick off was great, the voting garnered 56 participants and we are watching Clifford. We plan to follow the same format for our Mystery Movie Night in July (not part of the Butler Did It group, they've moved theirs to fall). If you haven't had a chance to walk through our underwater wonderland the decorations put up by our staff and volunteers are truly magical.

Library Financials:

Baker & Taylor sent us a bill for \$695 this month to access their reviews. After some digging in the old financial files and a very frustrating few days tracking down an actual customer service rep I was able to have them remove that invoice. They were offering the reviews as a free service but decided to begin charging this year and we've opted out, there are many free options for book/movie reviews that we will utilize instead.

I've been going through our contracted services to see if there is room for savings in any of the companies we currently use. Packerland has increased their fee by a couple of dollars for the fuel costs, the price is still reasonable and in line with/cheaper than other providers. JanPro sent me the entire history of our contract with them and they have not increased their prices in about 4 years and are well below any other rates I've seen. I do not think it would be worth our time to get quotes at this time. I also looked at how frequent we are having them come. They currently do a surface clean once a week and a deeper clean once a week, less frequency would require our staff to wipe surfaces and take out garbage as a regular part of their job and would necessitate longer hours after closing to perform tasks. I would not recommend changing services at this time.

Upcoming June Events:

In addition to our regular Storytimes, Lego Clubs and Book Group we have a few new/summer reading specific events I'd like to highlight.

June 11th I will be hosting a Beanstack tutorial for anyone signed up for summer reading who needs a little help navigating Beanstack. It will be during our regular Coffee & Crossword time, from 12-2

June 22nd I will be at the Farmer's Market handing out stickers, pencils, library card applications and event fliers. If this goes well we will continue to participate every other week through the fall.

June 24th is our Bridges sponsored Magic Show, it will be a wonderful family event and we'd love to see you there!

June 28th I'll be running an open Book Group called Our Shared Shelves. My hope is to engage those patrons that like the idea of a book group but don't want to be assigned reading. We will meet each month to discuss whatever we've been reading or what is on our To Read pile. I will have some guided questions but will also be open to the flow of the participants. If this goes well we will make it a monthly meeting.

2021 Financial Update:

There's a new hire at the Village! Benjamin is getting up to speed and we hope to have financials to review soon from 2021.

Grant News:

There was a second technology grant available through Bridges this year and we've used it to purchase a stand-alone DVD cleaner and the scanning pad for the RFID system. The AV material in the library that comes in damaged has been, up to now, cleaned by hand in a time consuming process by staff. Purchasing the cleaning kit will enable us to quickly process the damaged AV and get it back onto the shelves in a fraction of the time. The scanning pad is the largest upfront cost for the RFDI project. There is a small yearly fee that will be absorbed into our current budget. The tags for printed materials will be provided in 2023 from Bridges and we will be applying for a grant to cover the cost of the AV material tags and the staff hours in 2023. Staff training will also be provided by Bridges Staff. Tagging may be combined with detailed weeding or other projects and will not be a quick project, I will work with the board and our budget to create a timeline for processing that aligns with our needs and abilities and with the system wide tagging process.

I. Meeting Room Policy – *for review*

Potential users and priority

1. First priority is given to library and local government use of the meeting room. Library, library affiliated, or library sponsored/co-sponsored meetings or programs have priority over all other requests.
2. The library's meeting room is intended primarily for programs operated and sponsored by the library, the municipality, nonprofit organizations, or groups in the community.
3. The priority of all users is as follows:
 - Library programs or programs in which the library is a sponsor, participant, or cooperating agency
 - Other village department functions
 - Meetings sponsored by Waukesha County nonprofit*¹, civic, or service organizations in the community
 - Meetings of local community organizations or informal groups
 - For profit Waukesha County groups; for a donation
4. The use of the meeting room may be denied for due cause. Refer to the Library Use Policy: *"Such causes may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises."*

Requirements

- The room may be reserved no more than 90 days in advance.
- It is understood that library programming will have first use in room use.
- There will be no charge for use of the meeting room. (Unless requested by a for-profit group, where a donation will be requested.)
- No admission may be charged by the group.
- Non-alcoholic refreshments may be served and shall be supplied by the group. No smoking is allowed.

Responsibilities

- The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies and beliefs by the library staff or board.
- The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individuals attending a meeting.
- The library board and staff do not assume any liability for groups or individuals attending a meeting in the library.

¹¹ A non-profit is defined as a group registered as 501(c)3 or which benefits the entire community.

I. Programming Policy

program” is a planned interaction between the library – either its staff and/or its board members – and the program participants for the purpose of promoting library materials, facilities, or services as well as offering the community an informational, entertaining, or cultural experience. The library’s programming will be dependent upon staffing and budgetary realities, as well as the range of educational and recreational opportunities available within the community.

Programming includes such activities as storytimes, films, and activities on no-school days, summer library program for children, speakers for young adults, and book or author discussion groups for adults.

The library does not conduct programming that is commercial, political, or religious in nature.